

§ 92.45

until a complete request has been received.

(b) *Complete request for recovery.* If a complete request for recovery is received by the chief of the accounting or finance office of the appropriate DOT operating element, a copy of the request and any supporting documentation shall be transmitted to the appropriate payroll office, and deductions shall be scheduled to begin at the next officially established pay interval. A copy of the request and any supporting documentation shall be provided to the

49 CFR Subtitle A (10–1–01 Edition)

debtor, along with a notice of the date deductions will begin.

(c) The DOT operating element may not review the merits of the creditor agency's determination with respect to the amount or validity of the debt as stated in the request for recovery.

§ 92.45 Other debt collections.

Separate rules exist for general collection of debts owed the United States under 31 U.S.C. 3711, 3716–18; 4 CFR Ch. II.

Attachment 1

DEBT CLAIM FORM

1. Paying agency identification		2. Employee identification	
a. Name		a. Name	
b. Address		b. Address	
		c. DOB	d. SSN

To liquidate a debt to the United States, the named creditor agency asks that the debt be collected as shown from the current pay of the employee identified above. Notices and inquiries concerning the debt should be sent to the address shown below.

3. Debt information			
a. Reason for debt:			
b. Date right to collect accrued		c. Debt identification number, if any	
d. Original debt:		e. Number of installments	@ Amount
amount	\$		\$
f. Interest due			\$
(if none, show N/A)	\$		\$
g. Penalty due			\$
(if none, show N/A)	\$		\$
h. Administrative cost			\$
(if none, show N/A)	\$		\$
i. Total collection		j. Commence deductions on (date)	
to be made	\$		

4. Due process: <input type="checkbox"/> date actions taken; or attach <input type="checkbox"/> acknowledgement <input type="checkbox"/> consent			
Creditor agency 30-day		Hearing held	
salary offset notice		Decision for creditor	
Employee did not re-		agency	
spond (consent assumed)		Other -	
Employee requested a hear-			
ing			

I certify the following: (1) the debt identified above is properly due the United States from the named employee in the amount shown; (2) this agency's regulations implementing 5 U.S.C. 5514 have been approved by the Office of Personnel Management, and (3) the information concerning this agency's and the employee's actions is correct as stated.

5. Creditor agency information	
a. Name	b. Appropriation/fund (title/symbol #)
c. Address	d. Disbursing officer (name/symbol #)
e. Signature of certifying official	f. Date
g. Title	h. Telephone number